

**REGULAR MEETING OF THE JASPER COUNTY BOARD OF COMMISSIONERS**  
**October 5, 2015**

The Jasper County Board of Commissioners met this date at 8:15 A.M. in the Commissioners' Room, Suite 202, of the Jasper County Courthouse located at 115 West Washington Street, Rensselaer, Indiana, with the following members present: Kendell Culp, Richard E. Maxwell and James A. Walstra. Also present was the Auditor of Jasper County, Kimberly K. Grow; Deputy Auditor, Donna J. Horner; Highway Engineer/Supervisor, Jack R. Haberlin and the Attorney who represents the Commissioners, Eric Beaver. The meeting was called to order and those present stood and recited the Pledge of Allegiance led by Allen Broussard, a Veteran of the U.S. Army.

CLAIMS: Mr. Walstra made the motion to approve the claims as presented. Mr. Maxwell seconded and the motion carried.

PAYROLL CLAIM & ALLOWANCE DOCKETS: Mr. Maxwell made the motion to approve the Payroll Claim & Allowance Dockets for the check dates equal to September 15, 2015 and September 30, 2015. Mr. Walstra seconded and the motion carried.

MINUTES: Mr. Walstra made the motion to approve the Minutes of the Regular Meeting held on September 8, 2015. Mr. Maxwell seconded and the motion carried.

NIPSCO / COUNTY CONTACTS: Mr. Haberlin explained that the two contacts that NIPSCO has listed are no longer with the County. A letter will need to be sent listing the new contacts. Mr. Maxwell made the motion to approve the letter to NIPSCO changing the responsible persons in charge to communicate for Jasper County. Mr. Walstra seconded and the motion carried.

REQUEST TO REFILL POSITION / COMMUNITY CORRECTIONS: William Wakeland, Director / Community Corrections, stated that he has received the resignation of Stacey Riegle who is currently the Case Manager. Permission was requested to refill this position. Mr. Maxwell made the motion to approve the request. Mr. Walstra seconded and the motion carried.

NEW POSITION / CORRECTIONAL OFFICER: Mr. Wakeland stated that permission was given at the last meeting to hire the 6<sup>th</sup> Correctional Officer position on the condition that it is paid for out of the State Grant. This position has also been requested during the budget process during the last three years. This year, the Council did approve the position for 2016. If this position is not approved within the State Grant, Mr. Wakeland would like permission to hire this 6<sup>th</sup> position out of the Project Income Fund. Mr. Culp asked when we would hear back in regards to the grant? Mr. Wakeland replied that we would know November 1. Mr. Walstra made the motion to approve the 6<sup>th</sup> position out of the Project Income Fund if not approved within the State Grant. Mr. Maxwell seconded and the motion carried.

COMMUNITY CORRECTIONS / ADDITIONAL CIRCUITS: Mr. Wakeland reported that they have been having issues in the kitchen area popping circuits. After coming out, Kevin Moore reported that there are only two circuits in the kitchen for the outlets. The cost to add more circuits will be \$300.00 - \$500.00. Mr. Maxwell made the motion to approve the addition of circuits. Mr. Walstra seconded and the motion carried.

ANIMAL CONTROL / PART-TIME HOURS: Pauline Boring, Animal Control Board, requested clarification on the hours that a part-time employee can work. Is the 29 hour per week maximum acceptable? What are the parameters for part-time? Mr. Culp replied that you need to keep the part-time at 29 hours or less.

TRAINING REQUEST / ANIMAL CONTROL: Ms. Boring stated that there will be a training course on "Chemical Immobilization Animals: Multi-Species" to be held December 3-4 in Indianapolis. The cost for the course is \$675.00 per person. The first thought was to pay for the course from the Donation Fund; however, in order to save on the preregistration, there would not be sufficient time to advertise. Due to our unfortunate staffing problems, we would have money available within payroll that we could transfer into training. Mr. Maxwell made the motion to approve the training request. Mr. Walstra seconded and the motion carried. After further discussion, the decision was made to wait until the November meeting to discuss the funding. The Commissioners would prefer that the cost for the training be paid from the Donation Fund if at all possible.

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REQUEST TO EXTEND COMPENSATORY TIME / ANIMAL CONTROL: Ms. Boring asked if any thought had been put into what to do with Ms. Risner's accumulated compensatory time? Ms. Risner has accumulated 55 hours. Mr. Maxwell made the motion to approve the extension of Ms. Risner's accumulated compensatory time until the end of the year. Mr. Walstra seconded and the motion carried.

MAINTENANCE AND REPAIR ITEMS / ANIMAL SHELTER: Ms. Boring requested clarification and direction regarding maintenance and repair items at the shelter. The custodians recently did some repair work in the bathroom; however, there was still a bill for materials. We do not have a line item within our budget to pay for these types of materials. Mr. Culp replied that his thought is that if county maintenance handles the repairs, the bill would be paid for out of the Commissioners' budget. Ms. Boring stated that the toilet is in need of repair. An estimate in the amount of \$125.00 has been received from Rayburn Heating & Cooling. Mr. Culp explained that any repairs that cannot be handled by the custodians will need to be discussed with the Commissioners before proceeding. Approval was given to proceed with the quote from Rayburn Heating & Cooling.

SWCD / REQUEST TO REPLACE PART-TIME POSITION: Jim Martin, Soil & Water Conservation District, reported that the part-time employee has been moved up to the full-time position. Permission was requested to replace this part-time position. The salary for this position has been paid 100% through grant money. Mr. Walstra made the motion to approve the replacement of the part-time position. Mr. Maxwell seconded and the motion carried. Mr. Culp asked what kind of hours the part-time employee works? Mr. Martin replied that we have \$22,700.00 in grant money. We keep the hours flexible; however, it is no more than the 29 hours. The grant that provides this funding will run for two more years (2016 and 2017).

SALARY OF WATERSHED SPECIALIST / SWCD: Mr. Martin stated that we have been operating under an MOU with the County stating that SWCD would provide a portion of the salary of Dan Perkins, Watershed Specialist. We have sent out information packets to the Commissioners and the Council requesting that the County take over all of Mr. Perkin's salary. If you do not pick it up this year, the County will be paying \$35,700.00 and SWCD would be providing \$12,200.00 to raise his salary to \$47,900.00. Mr. Culp stated that, as you know, we have tight finances and we're trying to get each department to scrutinize their budget where they can and so it's probably not the best time to be asking for that. The only way that I can see is if we pick up his salary, we cut another one. Mr. Martin stated that we definitely want to keep Mr. Perkins on and we will continue to search out grant money. Mr. Martin stated that the MOU that we have been working under has expired. A new one will be generated and presented at the November meeting. Mr. Culp stated that he feels that we should re-execute the MOU like we have in the past. I think that it would be the safest for that position from the county perspective.

WETLAND RESTORATION PLANS: A representative was present on behalf of the Nature Conservancy. It was stated that the Nature Conservancy owns an approximate 135 acre piece in northern Jasper County where we are in the process of restoring the wetland. Working off of the assumption that it was 30' from center, our engineer has drawn up the plans as to what the county road easement was. There is some possibility that there could have been a little bit of encroachment. We are planning on putting a culvert underneath our farm road. The wetland will flow into our private ditch. The end of the culvert may have been encroaching a few feet onto the 30' easement. As it turns out, while out there with our contractor last week for a site meeting, he threw out the suggestion to just move it 5' further south which would completely take it out of the hypothetical 30' from center area so this is what we decided to do. Upon Mr. Haberlin's request, a detailed description of the project was given. The net effect will be essentially the same amount of water leaving the property; however, the water tables will rise slightly. The goal for this site is to create extra habitat for wetland plants and animals. The fields will be planted to a mixture of prairie grasses and wetland plants as the hydrology is appropriate. We are also in the process of restoring the wooded areas into a more open savanna condition. Due to the changes, no approval should be needed.

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NOTICE OF REQUEST FOR PROPOSALS / UPDATING OF THE JASPER COUNTY CODE OF 1983: Attorney Beaver submitted a Notice of Request to obtain proposals for the updating of the Jasper County Code of 1983. The notice will need to be advertised in the local newspapers. Attorney Beaver stated that he has also identified three vendors that he will send the notices directly to in order to solicit proposals for further consideration. Mr. Maxwell made the motion to approve the request for proposals. Mr. Walstra seconded and the motion carried.

JASPER COUNTY TOURISM COMMISSION / APPOINTMENT: Mr. Walstra made the motion to approve the appointment of Ann Marie Linch, to the Jasper County Tourism Commission. Ms. Linch will be replacing Ethan Avina. Mr. Maxwell seconded and the motion carried.

EMPLOYEE BOND: Mr. Maxwell made the motion to approve the employee bond for Cheryl C. Ekstrom, Clerk Registrar / Health Department. Mr. Walstra seconded and the motion carried.

GUARANTEED SAVINGS CONTRACT / COURTHOUSE: The final draft of the Guaranteed Savings Contract for facility improvements at the Jasper County Courthouse was submitted for approval. Mr. Culp stated that Bud Justice, Maintenance, has questioned the controls for the 3<sup>rd</sup> floor. Mr. Justice has stated that the controls were manual because that is the way that the courts want them. How will that be affected by going with the automated system? Mathew Klok, EMCOR, replied that we will have schedules; however, there will still be overrides in the spaces. The current system is obsolete and remains on 24/7. The advantage is that you are gaining that energy savings by making it have an occupied timeframe. Mr. Maxwell expressed concern with the Project Draw Schedule which states that \$150,000.00 is due upon closing. Is this amount due at the end of the project or to get the project started? Mr. Klok replied that it would be due at the closing of this document (contract). After further discussion, Mr. Maxwell made the motion to pay the first draw of \$150,000.00 upon execution of the agreement and the last two draws totaling \$61,383.00 will be due after substantial completion of the project. Mr. Walstra seconded and the motion carried. Attorney Beaver stated that after recalculating the energy savings, the payback has been decreased to 6 years rather than the 10 years indicated in the proposal.

REQUEST TO EXTEND COMP TIME / COMMUNITY CORRECTIONS: Melinda Scheffer, Work Release Supervisor / Community Corrections, has requested to extend her comp time until the end of November. Mr. Walstra made the motion to approve the request. Mr. Maxwell seconded and the motion carried.

ELECTION CONFERENCE / CLERK: Vickie Bozell, Clerk, would like permission for herself and one deputy to attend the Election Conference in Indianapolis on Monday, December 14 through Wednesday, December 16. The costs incurred will be lodging, registration fees and some meals. The county car will be used. Mr. Maxwell made the motion to approve the request. Mr. Walstra seconded and the motion carried.

SMOKE FREE / JASPER COUNTY HIGHWAY DEPARTMENT: Mr. Maxwell made the motion to make the Jasper County Highway Department a smoke-free facility. Mr. Walstra seconded and the motion carried.

UNIFIED DEVELOPMENT ORDINANCE / CONTRACT: At the September meeting, the Commissioners approved a contract, subject to final approval by Attorney Beaver, with Deborah Luzier, GRW, for the amending of the County's Unified Development Ordinance (UDO). The contract is based on an hourly rate with an amount not to exceed \$4,000.00. Mr. Walstra made the motion to approve the contract with GRW. Mr. Maxwell seconded and the motion carried.

FEDERAL GRANT AUDITING / REQUIREMENTS: Attorney Beaver stated that he is continuing to work with the Department of Justice on the federal grant auditing requirements. There is a requirement that the County have an independent risk management function where a survey would be done periodically of the finances that are coming in and out of the county as far as insuring that receipts come in and go out the right way. My question right now would be who you would want to have appointed to the risk management function for the county. The Department of Justice deems the Commissioners ultimately to have the authority ensuring that there is a risk management function. Mr. Culp suggested that the appointment consist of the three Commissioners with Attorney Beaver as the advisor.

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REPLACEMENT OF POSITIONS / SHERIFF: Sheriff Risner requested permission to replace an existing Correctional Officer position. Kevin Pearson, the current part-time court security officer, is in line for this position. Permission was then requested to refill the position currently held by Mr. Pearson. Mr. Maxwell made the motion to approve both requests. Mr. Walstra seconded and the motion carried.

MOTOROLA / AGREEMENT: The payment schedule consists of 50% upon shipment of the equipment and 50% upon system completion. The shipment should take place around the end of November with completion scheduled for the middle of April. Sheriff Risner stated that he does have a request in for an additional appropriation within the Drug Interdiction Fund in the amount of \$155,000.00. Sheriff Risner stated that he will be paying the portion in the amount of \$175,000.00. Attorney Beaver stated that we have agreed to a 30 day turnaround time with the restructuring of the payments to be in two lump sums. The Sheriff will cover the first installment of \$165,000.00 out of the Drug Interdiction Fund. The second installment, paid upon completion, will consist of \$10,000.00 from the Drug Interdiction Fund and approximately \$155,000.00 from the County. Mr. Maxwell made the motion to approve the agreement with Motorola. Mr. Walstra seconded and the motion carried.

TOWER LEASE AGREEMENT: Attorney Beaver submitted a lease agreement prepared by Attorney Randle for Midway Rental. The 20-year lease will begin once the equipment is installed onto the tower. According to the lease, the rent will go up every 5 years by 10%. At the end of the lease, it can be renewed with another 10% increase. The rent will be due on January 1 of every year. Due to the fact that the beginning date of the lease agreement is not known at this time, the rent payment will have to be prorated for year one. Mr. Walstra made the motion to approve the Lease Agreement with Midway Electronics. Mr. Maxwell seconded and the motion carried.

PREVENTATIVE MAINTENANCE AGREEMENT / HAVEL: Sheriff Risner stated that Havel has a 3-year maintenance agreement with us on the heating and cooling system. As part of the maintenance contract, we receive a 10% discount on parts. Due to several additions, an Option II - Preventative Maintenance proposal has been submitted. The agreement price is \$11,912.00 per year. Sheriff Risner stated that the cost will be paid out of the Jail Repairs Fund. Mr. Walstra made the motion to approve the maintenance agreement with Havel. Mr. Maxwell seconded and the motion carried.

HEA 1269 / MEDICAID PROPOSAL: Sheriff Risner stated that he has received two proposals in regards to HEA 1269. The first is with our current healthcare provider, Quality Correctional Care. The second proposal is from Wabash Valley. Sheriff Risner stated that he is not very pleased with the proposal from Wabash Valley which will cost \$9,400.00 per year and requires us to do a majority of the work. The proposal from Quality Correctional Care is \$15.00 per inmate per navigation. Quality Correctional Care does require a Memorandum of Understanding (MOU) with our local Health Department to obtain such items as birth certificates. Attorney Beaver will review for the November meeting. Attorney Beaver stated that he believes that this act has two separate provisions. The first is getting the offenders signed up for Medicaid and the second is that the County may receive reimbursement for their healthcare expenditures which may impact the existing contract that we have.

TAX WARRANTS / FILING FEE: Sheriff Risner stated that we serve tax warrants through the State. As of the end of September, we had collected on 401 tax warrants. There is an Indiana Code that allows us to charge a \$25.00 filing fee above and beyond what is on the face of the tax warrant. This money would come back to the County. An example of a tax warrant notification from Steuben County was distributed. Mr. Maxwell stated that he would like to proceed. Attorney Beaver replied that an ordinance will probably be needed. Sheriff Risner stated that we would have collected roughly \$10,000.00 at the end of September if the filing fee was in place.

PAVING PROJECTS / HIGHWAY DEPARTMENT: Mr. Haberlin stated that we are looking at three paving projects this year - two miles on CR 450E, a half mile on CR 1100 W, and a drive in Kaper's Subdivision. Quotes were distributed for review. After further discussion, the decision was made to use Town & Country Paving for CR 1100 W and Kaper's Subdivision.

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NATURAL GAS / SURVEYOR’S OFFICE: Mr. Haberlin stated that he did get some prices in regards to the natural gas at the Surveyor’s office. The City of Rensselaer will be putting in a line to the area and now would be the best time to hook on. Mr. Culp asked where the line would be run to. Are they going to run it under our building? Mr. Haberlin replied that they will pay to run the line up to the building. Mr. Culp asked what we would need to do to convert our furnace? Mr. Maxwell stated that we need to get a price on that before we make a final decision. Mr. Haberlin stated that he will have the Surveyor get some estimates.

RESTRICTED ADDRESSES POLICY: Attorney Beaver stated that he is still looking into the removal of the home addresses of certain law enforcement officials from public access. One of the issues is that there needs to be a way that these items are removed from the public view; however, not in a way that they are removed from the views of the people who need to access them internally. Bill Batley, IT, will be contacting one of the vendors in regards to what needs to be done on the technical end before a policy can be created.

CONTRACT / FAIR BUILDING: Mr. Culp submitted a contract between the Jasper County Farm Bureau Inc. and the Jasper County Fair Association regarding “The Barn” located at the Jasper County Fairgrounds. Mr. Maxwell made the motion to approve the signature of the agreement. Mr. Walstra seconded and the motion carried.

There being no further business, Mr. Maxwell made the motion to continue the meeting until Monday, October 19 on an as needed basis only. Mr. Walstra seconded and the motion carried.

JASPER COUNTY BOARD OF COMMISSIONERS:

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Kendell Culp, President

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James A. Walstra, Vice President

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Richard E. Maxwell, Member

ATTEST:

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Kimberly K. Grow, Auditor of Jasper County

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